SELF-INSPECTION FORM PERTAINING TO COLORADO STATE PROPERTIES

D	EPARTMENT:		AGENCY:	B		
S	TREET ADDRESS:		SRM BLDG. NO.	OTHER BLDG NO.	.:DATE INSPECTED:	
	HOUSEKEEPING		9. Are lint traps on clothes dryers	YES NO NA	21. Are there NO exposed hot electrical conductors?	YES NO NA
1.	Are the following locations kept free of rubb old furniture, etc?	ish, waste paper,	cleaned regularly?		22. Are all building electrical repairs made by licensed electricians, including	YES NO NA
;	a. Basement, utility, boiler and storage areas	YES NO NA	10. Are ovens cleaned regularly and are ranges kept clean?	YES NO NA	replacement of electrical outlets, etc? 23. Are all shop and workroom electrical	YES NO NA
1	b. Public areas, hallways	YES NO NA	11. Are kitchen range ventilating hoods, filters and ducts kept free of grease	YES NO NA	devices properly installed and grounded?	
,	c. Elevator pits	YES NO NA	dust and lint accumulation by frequent cleaning?		24. Is there a written lockout-tagout program? a. Are locks and tags provided?	YES NO NA YES NO NA
•	d. Kitchens	YES NO NA	HEATING		NOTE ANY TEMPORARY WIRING OR REMOI IN PROGRESS under "Remarks" and explain wh	
	e. Stairwells	YES NO NA	12. Has heating equipment been thoroughly inspected by a qualified service person	YES NO NA	why it exists.	,
2.	Are special closets or rooms provided and used for janitorial supplies?	YES NO NA	within the past year? 13. Is a current Inspection Certificate posted	YES NO NA	FIRE PREVENTION 25. Is smoking prohibited except in	YES NO NA
	a. Are they properly maintained in a safe, sanitary condition?	YES NO NA	for each Boiler or Pressure Vessel?	TES NO NA	designated locations?	TES NO NA
3.	Are all janitorial supplies, solvents, paints and flammable liquids kept and stored in	YES NO NA	14. Are portable open-flame heaters prohibite ELECTRICAL	d? YES NO NA	26. Are "No Smoking" signs posted and enforced?	YES NO NA
4.	original or properly-labeled containers? Are self-closing metal cans provided and used for storage of oil, paint or solvent-	YES NO NA	15. If fuses or circuit breakers require frequent replacement or re-setting, have they been checked for overloading	YES NO NA	27. Is the storage and use of flammable liquids (gasoline, solvents, thinners, etc.) in the building LESS than 10 gallons?	YES NO NA
	soaked rags?	ATTER NO. NO.	by a licensed electrician?	ATTER NO. NA	NOTE: If more than 10 gallons of flammable lic and/or in use, list under "Remarks" and explain	
	a. Are they emptied at least daily? Are there adequate waste containers?	YES NO NA YES NO NA	16. Are all panel boards, switch and fuse cabinets clean and in good repair?	YES NO NA	why it exists. 28. Are kitchen vent hoods and ducts	YES NO NA
	a. Are they emptied at least daily?	YES NO NA	17. Are all electrical heating (or heated) appliances equipped with properly working indicator lights?	YES NO NA	protected by an automatic fire extinguishing system?	TES NO NA
6.	Are storage areas adequate and is storage maintained in a safe condition so that it will not fall, cause tripping	YES NO NA	18. Are refrigerator and air conditioner motor and cooling coils kept clean?	YES NO NA	29. Are gas appliances equipped with an automatic fuel shut-off valve?	YES NO NA
7	hazards or protrude out into aisles? Is storage arranged so that is	YES NO NA	19. Are all electrical equipment items grounded? (3-wire cords and plugs on	YES NO NA	30. Is there an extinguisher approved for grease fires located in the kitchen?	YES NO NA
٠.	possible to fight a fire in the area?	IES NO NA	plug-connected equipment)		31. If there is a fire alarm system, is it in good operating condition?	YES NO NA
0	MAINTENANCE	VEC NO NA	20. Are all electrical cords in good condition and not run through walls, doorways,	YES NO NA	32. Are all employees and supervisory personnel	YES NO NA
ð.	re all elevators maintained in good condition and is a current elevator inspection certificate available?	YES NO NA	windows, under rugs, fastened with nails or staples or hidden from view?		trained in the operation of the fire alarm system, and in the importance of turning in an alarm immediately in case of any fire?	

33	Do all fire extinguishers bear a tag certifying a maintenance inspection within the last 12 months?	YES	NO NA		the inside (except detention facilities)? Is adequate lighting provided outside on all sides of the building, and are all lights working properly?	YES NO NA	Were there any fire, safety or health deficient items discovered during this inspection which have not been noted in check lists? If so, please list:
34	. Are fire extinguishers in their designated places, free from damage, readily visible and accessible?	YES	NO NA		5. Are existing lock-up procedures adequate to assure that windows and doors are secure whenever the building or a	YES NO NA	
35	. Are standpipes, fire cabinets and hoses in good condition?	YES	NO NA		portion thereof is not occupied?		
36	. Are all sprinkler control valves sealed in OPEN position?	YES	NO NA		Are emergency phone numbers posted on all phones?	YES NO NA	
37	. Are sprinkler system valves and gauges checked at least weekly?	YES	NO NA		. Has the building been free of damage from vandalism since last inspection?	YES NO NA	List here your comments on noted deficiencies and actions being
38	. Is a vertical distance of at least 18 inches	YES	NO NA		. Are employees instructed to report all accidents, incidents, or unsafe conditions?	YES NO NA	taken to correct them. (Use separate sheet if necessary)
	below sprinkler heads kept free from all obstructions which would restrict water flow from sprinklers?				a. Do they do so?	YES NO NA	Item No. Comments
39	Are all employees and supervisory personnel trained in the use of available fire protection and fire fighting	YES	NO NA		. Are there NO tripping hazards resulting from worn carpets, loose stair treads, door thresholds, etc.?	YES NO NA	
	equipment?				. Are defective building and equipment items reported or correction on the day	YES NO NA	
40	Is emergency lighting provided for emergency egress in case of a power outage?	YES	NO NA	4	of discovery, hazardous items removed from service when discovered, and repairs promptly made?		Remarks:
41	. Is emergency lighting tested annually?	YES	NO NA	A	SHOP SAFETY		
42	. Are all exit signs illuminated, and can	YES	NO NA	4	<u></u>		
	exit signs be seen from all public areas (corridors, lounges, etc.)?			54	. Are all fan blades, drive belts, pulleys and flywheels guarded?	YES NO NA	
43	. Are all "Fire Doors" kept closed to prevent the spread of fire or smoke?	YES	NO NA	A 55	Do all powered tools have guards when applicable?	YES NO NA	
44	. Is there a posted emergency evacuation plan?	YES	NO NA	A 56	Do all grinders have work rests adjusted to 1/8 clearance from the grinding wheel?	" YES NO NA	Inspected by:
45	. Is a fire drill exercised at least once per year?	YES	NO NA	A 57	. Are all employees provided with appropriate personal protective equipment?	YES NO NA	Date:
GENERAL					a. Is personal protective equipment in use?	YES NO NA	Reviewed by:
46	. Are all corridors, stairways, and other egress routes kept free of all obstructions for full free use during an emergency?	YES	NO NA	A 58	Are all respirators kept clean and in bags or containers when not in use?	YES NO NA	
47	. Are all exit doors kept unlocked from	YES	NO NA		Are all shop areas kept free of sawdust and other combustible materials?	YES NO NA	SRM-06 revised 5-10-01